

Rhode Island Commerce Corporation

Request for Proposals For Field Maintenance and Related Services for the 2015 Volvo Ocean Race Stopover Newport

**Request for Proposal
Field Maintenance Management and Related Services
Closing Date & Time:
February 27, 2015; 2:00 PM**

Solicitation Schedule

RFP Issued	February 2, 2015
Mandatory Pre-bid Conference	February 9, 2015
Deadline for Questions	February 12, 2015
Questions Posted	February 16, 2015
Sealed Proposals Due to Commerce RI	February 27, 2015
Sealed bid Opening at Commerce RI	February 27, 2015

Commerce RI may modify this schedule. Notification of changes in the response due date would be posted on the Commerce RI website or as otherwise stated.

Section 1: Introduction

The Rhode Island Commerce Corporation (CommerceRI) is soliciting proposals from qualified firms to assist SailNewport, DEM and Commerce RI by providing *grounds keeping and field maintenance management and related services* to assist in the planning, coordination and management of the Volvo Ocean Race Newport Stopover. This is a Request for Proposal. Period of performance will be March 23–May 22, 2015.

Section 2: Background

In 2013, Sail Newport with support from the State of Rhode Island was awarded the opportunity to host the North American Stopover for the 2014-15 Volvo Ocean race (VOR) at Ft. Adams State Park in Newport. The public aspect of VOR will be held at Ft. Adams State Park in Newport, RI from May 5, 2015 through May 17th. Over the twelve day event, it is expected that approx. 50,000 people may visit the event village. Seven international teams will compete in 65 foot monohulls. The Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), the Rhode Island Department of Administration (RIDOA) and SailNewport will be undertaking

the various operational activities required to ensure a successful event for both participants and spectators is realized.

Section 3: Scope of Work

The successful bidder will provide management and a staff for general site work including but not limited to cleaning of the public areas on the **North Lawn** area at Ft. Adams, the area outside the **West Wall**, the parking lot on the east side of the Fort (area will contain Team Bases and Sponsor pavilions) and the **West Lawn** area (adjacent to the Eisenhower House) from approx. April 15th to May 22th.

Cleaning inside tents, buildings and other temporary facilities is not required. The successful bidder will be required to collect trash, recycling and composting and disposal in the appropriate area on-site at centralized waste collection facilities as needed during the event and at the close of the event each day.

All Barrels, dumpsters, recycling and composting bins will be provided. There will be approx. 30-40 trash barrels, 65 recycle bins and 30 composting bins located around the site. The successful bidder will train with Volvo Ocean Race staff, site organizers and vendors on the proper recycling and composting protocols to ensure the sustainability mission of Volvo Ocean Race is achieved.

1. **Pre-event activities** (March 23-April 15) will include attending meetings of the Volvo Ocean Race Sustainability and Logistics Subcommittees. In addition the successful bidder will meet with the waste management and composting vendor to ensure all trash is disposed of properly and in an efficient manner. The individual attending these meetings should be at the management level.
2. **Build out, on-site activities and move-out** (April 15-May 22) will include a supervisor and a field crew of 5 with the ability to increase up to 10 people during peak race days (May 14-17) to perform a wide range of various tasks around the event venue as assigned.
3. **Daily hours: 7am-9pm** (one hour prior to village opening and one hour post event village closing).
4. These **tasks** will include but not limited to the following and will be performed throughout the day:
 - Waste Collection;
 - Recyclables Collection (separating bottles/cans, cardboard, plastic wrapping etc.);
 - Composting Collection;
 - Removing contaminants from compost containers (separating bottles/cans, cardboard;
 - Bale compostable bags daily for pick-up (baler will be provided);
 - Work with the food vendors, caterers, sponsors and attendees to maximize recycling and composting given their/each unique waste streams;
 - Setting up fencing and barricades;
 - Installation of misc. signage, banners and branding;
 - Operation of a forklift (operator must hold a valid RI Forklift Operator license and be on site during scheduled hours of work);
 - Other duties as assigned by Volvo Ocean Race Newport officials.

The successful bidder will be required to provide at least one pick-up truck to assist in moving various items on site and one “gator” type all purpose vehicle to assist with trash removal. If

needed, DEM may provide space in the Mule Barn at Ft. Adams to store equipment, etc.

The successful bidder will coordinate with public safety officials to ensure the site is maintained in a manner to ensure a safe event and that fire lanes remain clear and passable. They will work with RIDEM and Park Management to ensure RIDEM's requirements related to maintenance and grounds keeping of the Ft. Adams park facility are met.

The successful bidder will work under the supervision of a VOR Newport official at all times.

Section 4: Response Specifics

1. Proposal Submission should include the following:
 - a. A description of the company's experience providing services to support events of this type in Rhode Island.
 - b. An overview of staffing plan including a schedule of shifts during different phases of the event (pre-event April 15-May 4, event May 5-17 and post-event May 18-22).
 - c. A list of recent references from clients/customers
 - d. A resume of the primary contact for the event.
 - e. A detailed budget breakdown including total cost, and an hourly rate for staffing for each phase of the event.
 - f. Currently there are an unknown number of evening events being planned that will require staffing and additional site cleaning. Please provide an hourly rate per person with a six hour minimum shift. In the case of evening events, services would be billed to the organization hosting the evening events.
2. Insurance: Bidders must submit a current Certificate of Insurance for evaluation of coverage provided. Requests for additional insurance may be made by the RI Commerce Corp. of the selected Firm. Bidders must also supply evidence for their ability to provide workers comp insurance.
3. The successful bidder will submit to Commerce RI a list of all employees for security and credentialing purposes and each employee will provide a background check (<http://www.riag.ri.gov/BCI/index.php#>)

Section 5: Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the RI Secretary of State (401-222-3040). This is a requirement only of the successful bidder.
3. The Commerce Corp RI reserves the right to negotiate with the lowest qualified Bidder.

4. Reimbursement for expenses for travel, lodging, meals are not allowed.
5. Responses shall be concisely written and the response letter shall be signed by an authorized signing officer of the respondent, and shall indicate name, title, and contact information.

Section 6: Evaluation and rating of RFP's

The submitted RFP's will be reviewed and rated by a team of 3-5 raters based on the following criteria:

1. Experience with similar projects and Capacity to delivery services
2. Quality of proposal (Clearly written, addresses all requested areas for the RFP)
3. Total Price and optional hourly rate for evening events

Section 7: Administration

Pre-bid Conference/Walk-Thru:

There will be a mandatory pre-submission conference to be held on February 9, 2015 at 10:30am at the office of Sail Newport, 60 Fort Adams Drive, Newport, RI 02840. 401-846-1983.

Questions & Answers:

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Sherri Carrera at scarrera@commerceri.com no later than 4:30pm on Thursday February 12, 2015. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online at www.commerceri.com and www.purchasing.ri.gov by Monday February 16, 2015 to ensure equal awareness of important facts and details.

Deadline for submissions:

Bids shall contain six printed copies and one electronic copy and must be in a sealed envelope clearly marked with project title. All sealed bids must be delivered to the Commerce RI to be stamped "received" no later than **2:00 PM on February 27, 2015** at the following address:

Rhode Island Commerce Corporation
Attn: Field Maintenance Management and related services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

All documents submitted in response to this bid proposal are public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids. All sealed bids will be opened on **Friday February 27, 2015 at 4:00PM** at the offices of the Commerce RI at the address above. The burden to identify and withhold from the public copy is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the bidder submitting the bid proposal.

Final contract will not be awarded at the opening of the bids.